

Public Works  
**RECYCLE PROGRAM**

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**History.** This supersedes Fort Hood Regulation 420-6, 1 September 1992.

**Summary.** This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment and preservation of natural resources through solid waste management and recycling.

**Applicability.** This regulation applies to units and activities assigned, attached, conducting training, or residing on Fort Hood as tenants; contractor activities and leases located within the limits of the Fort Hood military reservation; people residing, visiting, or working within the limits of the Fort Hood Military Reservation; and members of family

housing. Participation in the Fort Hood Recycling Program is a requirement, not an option. During mobilization, this regulation remains in effect.

**Supplementation.** The Directorate of Public Works (DPW) prohibits supplementation of this regulation without prior approval.

**Changes.** Changes to this regulation are not official unless authenticated by the Directorate of Information Management (DOIM).

**Suggested improvements.** The proponent of the regulation is DPW. Send comments and suggested improvements to: Commander, III Corps and Fort Hood,

ATTN: AFZF-DPW-ENV-RECYCLE, Fort Hood, Texas 76544-5028.

**Requirements impacting on unit commanders.** Find requirements impacting on unit commanders in paragraphs 2 and 3.

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FOR THE COMMANDER:

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Colonel, USA  
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IAW FH FORM 1853:S

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**OVERVIEW**

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1**Purpose**

This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment and preservation of natural resources through solid waste management and recycling.

The recycle program reduces the amount of material sent to the landfill, thereby reducing the cost to operate the landfill, and generates revenue through the sale of recyclable materials.

Revenue generated by the sale of recyclable material funds the recycle program and the recycle incentive program according to, title 10, U.S.C. Section 2577 (Disposal of Recyclable Materials). 10 U.S.C. 2877, DOD Instruction Memorandum 4715.4 (Pollution Prevention), AR 420-47 (Solid and Hazardous Waste Management)

All persons working or residing on Fort Hood will divert recyclable materials and reusable materials from the waste stream to the maximum practical extent.

Organizations will ensure that systems are in place to make recycling as convenient as possible and ensure that their personnel are recycling to the maximum extent possible.

As with all other efforts to protect the environment, recycling is part of the mission.

All levels of the organization will strive to make recycling a habit rather than another task to be performed.

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1a**References**

Appendix A lists required and related references.

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1b**Abbreviations  
and Terms**

The glossary explains abbreviations and terms.

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1c

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**Responsibilities**

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2**Post  
Commander**

The post commander or the designated representative will:

- Establish an organizational structure to plan, execute, and monitor a Qualified Recycle Program (QRP).
- Establish a Recycle Advisory Committee (RAC).
- Plan and execute a recycle program to achieve the DOD objective of 40 percent diversion before the September 2005 deadline.
- Establish a Recycle Incentive Program, Recycle Buy Back Program (RBBP).

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2a**Contracting  
Command**

Contracting Command will:

- Ensure that affirmative procurement policies are up-to-date, and reflect new requirements found in Executive Order 13101 (Greening the Government through Waste Prevention, Recycling and Federal Acquisition) and federal acquisition regulations (FAR).
- Ensure that all personnel involved in the procurement process are aware of current affirmative procurement policies and the laws that require affirmative procurement.
- Ensure compliance with the EPA's comprehensive procurement guidelines.
- Report purchases of recycled products to DPW Environmental Division quarterly.
- Ensure that all contracts for construction, services or leases, where work activities will take place on post include requirements mandated by the FAR and applicable laws and regulations.

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2b

**Garrison  
Commander**

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Garrison Commander will:

- Be the designated representative for the post commander in matters relating to recycling.
- Chair the RAC.
- Establish the Recycle Action Team.
- Make the final determination regarding installation recycling programs, policies, and fund disbursements, while considering the recommendations of The Committee.
- Develop quarterly training brief reporting requirements necessary to track progress towards the DOD waste diversion goal of 40 percent by September 2005.
- Establish milestones and track progress towards the DOD waste diversion goal.
- Ensure that recycling is planned and implemented as part of all activities, including special events.

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2c**Directorate of  
Public Works  
(DPW)**

DPW, or a designated representative:

- Is the designated alternate representative for the post commander in matters relating to recycling.
- Provides overall staff supervision of the recycle program.
- Manages the Fort Hood Recycle Center, which receives and processes recyclable materials and prepares them for sale.
- Manage the RBBP for Fort Hood.
  - Consolidate data on family housing participation and unit participation in the RBBP, and request quarterly disbursements of funds through the Defense Reutilization and Marketing Office (DRMO).

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**Directorate  
Of Public  
Public  
Works  
(DPW)  
(continued)**

- 
- Establish and maintain contracts for the direct sale of recyclable materials and/or coordinate recycle sales through DRMO.
  - Identify markets for new recyclable materials.
  - Collect municipal solid waste, recyclable material, and compostable material on Fort Hood, and deliver them to the landfill, recycle center, or compost center as appropriate.
  - Operate the Fort Hood Municipal Solid Waste Landfill.
    - Screen waste entering the Fort Hood Municipal Solid Waste Landfill to ensure that unauthorized waste does not enter the landfill.
    - Conduct regular quality assurance inspections of waste containers, recycle containers, and compost containers throughout Fort Hood to ensure proper usage.
    - Report repetitive cases of improper container usage through the appropriate channels after attempting to correct the problem with the offending unit.
  - Maintain records of waste collection activities, and track data on all solid waste generated by Fort Hood and disposition of the waste.
  - Report disposition of all solid waste generated on Fort Hood to FORSCOM, to include recyclable materials diverted from the waste stream.
  - Track the effectiveness of collection systems employed by organizations, and provide feedback to units to help improve diversion rates.

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2d

**Assistant  
Chief of  
Staff (ACofS),  
Resource  
Management  
(RM)**

ACofS, RM, will:

- Establish, prepare and monitor financial data for the Chairman of the Recycle Committee.

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**Assistant  
Chief of  
Staff (ACofS)  
Resource  
Management  
(RM)  
(continued)**

- Interpret guidance and provide policy, procedure, and regulatory guidance.
- Certify funding for the recycle program
- Provide Chairman, RAC and Recycle Coordinator with monthly and/or quarterly financial statements and reports for the Recycle Program.

2e

**Defense  
Reutilization  
and  
Marketing  
Office  
(DRMO)**

DRMO will:

- Establish and maintain contracts for the sale of recyclable materials.
- Identify markets for new recyclable materials.
- Provide audit information Resource, Recovery and Recycling Program sale dates and contracts to the Recycle Center.

2f

**Commanders  
and Activity  
Chiefs**

Commanders and activity chiefs will:

- Develop and implement standard operating procedures for their respective organizations that incorporates systems necessary to maximize diversion of recyclable material from the landfill, and verify that the procedures are being followed.
- Appoint recycle coordinators down to company level or branch for civilian activities.
- Ensure that appointed recycle coordinators have the authority and means to ensure compliance with this regulation and the organization's recycle standard operating procedures (SOP).
- Track and report diversion rates, for recyclable materials and compostable materials in quarterly training briefings (QTBs).
  - The goal is 40 percent or greater.
- Provide a copy of their recycle SOP to DPW, Environmental Division.

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**Commanders  
and Activity  
Chiefs  
(continued)**

DPW, Environmental Division, will track the progress under the various systems implemented and may provide informal feedback based on lessons learned.

2g

**Community  
Life**

Community Life Noncommissioned Officers in Charge (NCOIC) will:

- Ensure training, awareness and full participation of individual village residents regarding source segregation and the recycle program.
- Conduct regular inspections of waste and recycle receptacles to ensure that recyclable materials, compostable materials, and non-recyclable waste materials are placed in the proper containers.
- Issue warning notices according to Fort Hood Regulation 210-48 (Installation Housing Community Standards), paragraph 3, to individual residents who fail to place recyclable materials in their proper containers after they have received appropriate training.

2h

**Village  
Mayors**

Village mayors will:

- Ensure training and awareness of individual village residents regarding source segregation and the recycle program.
- Establish tracking system to ensure that RBBP funds are properly reimbursed and spent.

2i

**Family  
Sponsor**

The family sponsor will:

- Ensure that family members are aware of Fort Hood's recycling requirements and are following Fort Hood regulations.
- Ensure that recyclable materials, compostable materials, and non-recyclable waste materials are in the proper containers.

2j

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***Corps of Engineers,  
Tenant, and  
Contracting  
Activities***

Corps of Engineer, tenant, and contracting activities will:

- Ensure that all new contracts comply with the FAR, affirmative procurement laws and regulations.
- Ensure contractor compliance with this regulation.
- Ensure compliance with affirmative procurement mandated by the FAR, application laws and regulations.

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2k

***Qualified Recycle Program (QRP)***

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3

***Recycle  
Program***

In order to receive proceeds from the sale of the materials, Fort Hood is required to have a QRP.

Key components of Fort Hood's QRP are:

- The RAC, which oversees the QRP.
- The Recycle Action Team, which is the action arm of the RAC.
- The RBBP which returns a portion of the recycling proceeds to the authorized participating activities as an incentive to recycle more.

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3a

***Recycle  
Advisory  
Committee***

RAC is advisory in nature and :

- Acts as the Board of Directors for the installation's QRP.
- Assists the Garrison Commander in overseeing the installation recycling programs, policies, and fund disbursements.

Committee.

- Is the Board of Directors for the installation's QRP.

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***Recycle  
Advisory  
Committee  
(continued)***

- Does not have fiscal or approval authority but recommends action on these matters to the Garrison Commander, the installation designee for environmental issues.

The Garrison Commander chairs the RAC but does not vote in committee recommendations.

Garrison Commander makes the final determination regarding installation recycling programs, policies, and fund disbursements.

Voting members of the RAC are:

- DPW, Alternate Chairman.
- Director, Community Activities.
- Director, Logistics.
- ACoS, RM.
- Contracting Command.

Nonvoting members of the RAC are:

- Garrison Commander
- Staff Judge Advocate.
- Inspector General.
- Public Affairs Officer.
- Village Mayors' representative.
- DRMO.

The Installation Recycling Program Manager is the Custodian of Records for the Committee.

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***Recycle  
Advisory  
Committee  
(RAC)  
(continued)***

The RAC is responsible for the direction, performance, and oversight of the installation recycling program and will:

- Ensure that the recycling program complies with applicable laws, Executive Orders, DOD, DA, and FORSCOM policies and regulations, and state requirements.
- Establish and monitor program objectives that meet or exceed the DOD Measures of Merit.
  - Maximize recycling.
  - Minimize solid waste disposal.
- Make recommendations concerning the annual recycling budget, including income, expenses, and disbursements.
- Safeguard program assets and ensure recycle program solvency.
- Ensure that recycling fund disbursements comply with:
  - 10 U.S.C. 2577. title 10, U.S.C. Section 2577 (Disposal of Recyclable Materials)
  - DOD Instruction Memorandum 4715.4.
  - AR 420-47.
- Establish management controls to provide command oversight and to correct program weaknesses.
- Explore and encourage new and innovative methods of recycling.
- Encourage partnerships with DOD activities, federal agencies, state agencies, municipalities, and community organizations.
- If applicable, secure support from appropriate investigative organizations to pursue allegations of fraud or corruption.

The Committee will meet at least quarterly.

The Chairperson may call special meetings at any time.

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**Recycle  
Advisory  
Committee  
(continued)**

The Custodian of Records will provide an agenda to committee members at least two weeks before each quarterly meeting.

Three voting members constitute a quorum.

- A simple majority of the quorum present will carry a motion.

Members are expected to attend the quarterly meetings.

- At the discretion of the Chairperson, a member who is unable to be present at a meeting may, prior to the meeting, vote or express their position via email or telephone regarding any issue that is scheduled for consideration at the meeting.
- The chair may also allow a member who cannot attend to send a designated representative to vote by proxy.

The alternate chair will preside in the absence of the chair.

The custodian of records will record the minutes of meetings and make them available to committee members and to the public within two weeks of the meeting.

Committee members whose directorates are responsible for meeting DOD Measures of Merit goals will report their compliance status to the custodian each month.

The custodian will brief the installation-wide status at each quarterly meeting.

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3b

**Recycle  
Action  
Team**

The Recycle Action Team:

- Assists the installation Recycling Program Manager (RPM) in overseeing the installation recycling programs and policies.
- Fulfills the installation's qualified recycling program.
- Recommends action on matters to the RPM.

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**Recycle  
Action  
Team  
(continued)**

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The RPM reports the items that cannot be resolved by the Recycle Action Team to the Chairman of the RAC, the Garrison Commander, at the quarterly RAC meetings.

The RPM is the chairperson of the Recycle Action Team.

Recycle Action Team members are:

- DPW recycle coordinator.
- Director, Community Activities recycle coordinator.
- Director, Logistics recycle coordinator.
- ACoS, RM recycle coordinator.
- Director, Contracting, recycle coordinator.
- Staff Judge Advocate, environmental law attorney.
- Inspector General representative.
- Village Mayors representatives.
- DRMO recycle coordinator.
- All major subordinate commands (MSC) recycle coordinators.
- All tenant unit recycle coordinators assigned to Fort Hood

The RPM is the Custodian of Records for the Recycle Action Team.

The Recycle Action Team is responsible for the direction, performance, and oversight of all aspects of the installation and origination recycling programs and will:

- Ensure that the recycling program complies with applicable laws, Executive Orders, DOD, DA, and FORSCOM policies and regulations, and state requirements.

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**Recycle  
Action  
Team  
(continued)**

- Establish and monitor program objectives that meet or exceed the DOD Measures of Merit, maximize recycling of materials, and minimize solid waste disposal.
- Make recommendations to the RAC concerning the improvement of the recycling program.
- Explore and encourage new and innovative methods of recycling materials.
- Explore new types of materials to collect.
- If applicable, report allegations of fraud to the appropriate authorities.

**Meetings.**

- The Recycle Action Team will meet at least 30 days prior to and 30 days after the RAC meeting.
  - The Chairperson may call special meetings at any time.
- The Custodian of Records will provide an agenda to committee members at least two weeks before each quarterly meeting.
- Members are expected to attend all meetings.
  - At the discretion of the Chairperson, a member who is unable to be present at a meeting may send a designated representative in their place.
- The Custodian of Records will record the minutes of the meetings and make them available to the Committee members and to the public within 2 weeks of the meeting.
- Commanders and Committee members whose directorates are responsible for meeting DOD Measures of Merit goals will report their compliance status at the Recycle Action Team meeting.
- The Custodian of Records will brief the installation-wide status at each quarterly meeting.

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3c

***Recycle  
Buy Back  
Program  
(RBBP)***

The RBBP is an incentive program that pays participating units and villages in family housing 25 percent of the average per ton sale price every ton of recyclable material turned in for recycling on their behalf.

The DPW, Recycle Center provides all equipment and workforce, weights tonnage, and maintains listings by unit verifying total pounds delivered to the center.

Business Manager, Recycle:

- Verifies quarterly transfer of recycle funds to contributing unit's Morale, Welfare and Recreation (MWR) account and ensures all unit accounts are zero on the first day of each quarter.
- Provides quarterly program status to proper environmental or recycle coordinators.
- Briefs the Recycle Council on the incentive program.

The ACoS, RM ensures proper documentation is received and processed by Defense Accounting Office and checks mailed (with individual unit listings) to MWR.

MWR records funds received from recycle program to each unit account and ensures availability of funding upon receipt of valid requests.

Units:

- Collect recyclables from unit, administrative, and billeting areas.
- Sort recyclables in classes of commodities:
  - Computer paper (100 percent computer with no ground wood).
  - White paper (100 percent white).
  - Office pack (60 to 80 percent white paper with no Kraft, newspaper, or fluorescent colored paper).
  - Mixed paper (less than 20 percent white paper).
  - Newspaper (with magazines and slicks included in the newspaper).
  - Technical manuals.
  - Field manuals.

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**Recycle  
Buy Back  
Program  
(RBBP)  
(continued)**

- AR (with covers removed an less than one-fourth-inch thickness).
  - Cardboard.
  - Aluminum cans.
  - Steel cans (less than 1 gallon).
  - Glass containers (green, clear, amber, with no plate glass or windshields).
  - Plastic containers (soda, milk, and mixed HDPE#2).
  - Military maps (shredded maps only, shredder provided by the recycle center).
  - Deliver commodities to the Recycle Center.
    - Hours of operation are 0730-1600, Monday through Friday.
    - No requirement for turn-in documentation.
    - Units should maintain copies of weight tickets.
  - Do not remove any type of material from Solid Waste Management (SWM) contractor's containers (green containers).
    - Materials placed into the SWM containers are credited to the unit's RBBP.
  - Residents will collect recyclable materials and place them in the appropriate containers then place containers at curbside for pick up.
- The goal of the incentive program is to encourage the units to collect and deliver maximum tonnage to the Recycle Center.
- The primary benefit of the program is a prolonged life of Fort Hood's landfill.
  - A secondary benefit of the incentive program is to reward units for their participation.
    - Each quarter is independent.
    - Tonnage accounts at the recycle center are zeroed at the end of each quarter; each unit account begins the new quarter with zero.

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**Recycle  
Action  
Team  
(continued)**

Funds distributed to units are based on the amount of valid and sorted material delivered to the recycle center during the quarter.

The deposit to each account is a simple arithmetic equation of the percentage of the average price received by a unit multiplied by the tonnage delivered to the center.

Accounts of \$5.00 or less will not be paid.

3c

**Standard Operating Procedures (SOPs)**

4

**Commanders**

Commanders will develop written SOPs that incorporate systems necessary to maximize diversion of recyclable material from the landfill and ensure that the procedures are followed.

4a

**Standard  
Operating  
Procedures  
(SOP)  
(continued)**

As a minimum, each SOP shall address:

- Procedures for the segregation, consolidation, collection, and transportation of recyclable materials to the proper DPW or contractor recycle container if one is in their area of operations, in roll-off containers for recycling located at the landfill, or at the Fort Hood Recycle Center.
- Procedures for recyclable materials generated in motor pools, administrative areas, barracks, training areas, and any other distinct location where recyclable waste is generated.
- Quality control to ensure:
  - Non-recyclable waste is not placed in DPW or contractor recycle containers.
  - Recyclable materials are not placed in refuse containers.
- Inspection of:
  - Individual waste receptacles and DPW or contract waste containers periodically.

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**Standard  
Operating  
Procedures  
(SOPs)  
(continued)**

- Remove recyclables and place in the proper recycle containers.
- Recycle containers to ensure that they are being used properly.
- Training of personnel to ensure knowledge of recyclables and the procedures for removing them from Fort Hood's waste stream for recycling.

4b

**Handling of Recyclable Materials**

5

**Segregation**

Source segregation takes place at the location where the materials are generated and before they reach the waste stream.

Organizations generating recyclable waste and reusable materials will ensure that recyclables are properly segregated as described in Appendix B and do not become contaminated by food wastes or other materials.

Specific areas of concern are:

- Administrative areas, where waste paper makes up a large percentage of the waste generated, place a box or other container under every desk so that paper can easily be segregated at the source.
- Dining facilities generate large quantities of cardboard and metal cans.
- Segregate at the point of generation to minimize contamination.
  - Break down and recycle clean cardboard.
  - Rinse metal cans must and place in the proper recycle container.

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**Segregation  
(continued)**

- In other work areas, place appropriate recycle containers, depending on the type of material generated, around the work area to ensure that recycle containers are readily available.
- It may be appropriate to remove waste receptacles or move them to a less convenient location to encourage use.
- In the barracks, individuals generating recyclable materials must segregate them and ensure delivery to the proper location.
- A DPW or contractor recycle container may be near the barracks; if not, recyclable materials must be brought to the proper location for turn-in as designated in the organization's SOP and this regulation.

Recycling requirements in effect when the unit is training at ranges and other training areas.

Segregate cardboard associated with meals ready to eat (MREs) (the containers they come in and inside the MREs) and other items used during training and turn in for recycling.

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5a

**Collection**

The Solid Waste Management Contractor is responsible for collection of recyclable materials placed in the DPW or Contractor recycle containers located out-of-doors throughout the cantonment area.

- DPW/Contractor recycle containers are provided in locations convenient to activities generating large quantities of recyclable products.

Many organizations will not have DPW/Contractor recycle container in their immediate vicinity for all of the commodities they generate.

- When no DPW/Contractor recycle containers are located nearby, the organization must ensure that the material is delivered to the Recycle Center or DPW/Contractor for recycling throughout the cantonment area.

Activities that have DPW/Contractor recycle containers at their facilities should take advantage of these containers and ensure proper use.

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**Collection  
(continued)**


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Underutilized or misused recycle containers will be removed.

- If recycle containers are removed, the activity will be required to deliver recyclable materials to the Recycle Center or roll-off containers for recycling located at the landfill.

Use DPW/Contractor recycle containers only for collection of the post consumer commodities they have marked on them.

- Metal (aluminum and steel containers).
- Paper (mixed, white, newspaper and computer).
- Glass (clear, amber and green bottles).
- Plastic (all grades of containers and bags).
- Cardboard / Paperboard (broken down).
- Use of recycle containers for trash is prohibited.

Family housing members will place all recyclable materials in the normal recycle containers and place curbside once each week on the scheduled collection day.

- In most cases, cardboard boxes that will not fit in the recycle container should be broken down and placed next to the recycle container on the scheduled collection day.
- When large quantities of cardboard are generated on days other than the scheduled recycle day (for example, when moving into quarters), special pickups may be arranged by calling the Landfill Customer Service line at 532-2256.

Residents will not return cardboard to moving companies.

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5b

**Transportation**

The solid waste management contractor transports recyclable materials placed in DPW/Contractor recycle containers to the Recycle Center.

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**Transportation  
(continued)**

The contractor transports recyclable materials collected from family housing to the Recycle Center.

- All other recyclable materials will be transported by the generating organization to the proper recyclable containers at the landfill or to the Recycle Center.

Personnel delivering recyclable materials to the Recycle Center should have the materials segregated by commodity according to Appendix B when they arrive.

- Recycle Center personnel will weigh materials being turned in, and instruct personnel delivering materials where to deposit the materials.
- A weight ticket will be provided as a record of the turn in.
- Retain the weight ticket should be retained in the generating unit's records in case of questions regarding tonnage credited under the RBBP.

Materials should already be segregated according to Appendix B upon delivery to the landfill.

- All loads entering the landfill are screened to ensure that incoming loads do not contain unauthorized materials, including recyclable materials, compostable materials and reusable materials and inert materials (rock, soil, concrete, masonry).
- If unauthorized materials are present, the operator of the vehicle will receive disposition instructions:
  - Remove recyclable materials and place them in roll-off containers located adjacent to the scale house.
  - Deliver compost to the compost center across the street from the landfill.
  - Deliver reusable items to DRMO.
  - Deliver inert materials, to the appropriate DPW stockpile area.

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**Transportation  
(continued)**

The contractor will periodically transport recyclable materials turned in at the Landfill to either the Recycle Center or DRMO as appropriate.

- A weight ticket is given as a record of the turn in.
- Keep the weight ticket in the generating unit's records to answer questions regarding tonnage.

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5c

**Improper Use of Containers**

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6

**Cantonment  
Area Refuse  
And Recycle  
Containers**

DPW will inform the responsible organization(s) of occasional misuse of their green recycle containers or refuse containers.

DPW representatives, including the Solid Waste Contractor, may require the violating organizations to rectify contaminated containers before collection.

Improper usage that would merit correction before collection are:

- Refuse container with significant quantities of recyclables.
- Recycle container with significant quantities of refuse or the improper recycle commodity.
- Any container with hazardous or other regulated material.

Repeat offenses will result in the removal of misused recycle containers.

- Once a container is used improperly regularly, DPW will inform the responsible organization and inspect the container several times over a two- or three-week before making the decision to remove the container.

If several organizations share a container and the responsible organization cannot be identified, their next higher command will be notified of any problems.

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6a

***Family Housing***


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DPW representatives, including the solid waste management contractor, regularly inspect recycle containers and waste receptacles in Family Housing.

If improper container use is found, the Community Life NCO for that village will be advised of the violation for appropriate action.

- Upon being notified of a violation, the Community Life NCO will provide informative literature and personally speak to the offending resident(s) to ensure that they are aware of their requirement to recycle and understand which commodities are recyclable.

If additional violations are found after the resident has been counseled by the Community Life NCO, the resident will receive a citation for failure to comply with Family Housing regulations.

If the resident receives three citations for failure to comply with any Family Housing regulation the resident may be evicted according to Fort Hood Regulation 210-48.

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6b

***Affirmative Procurement***


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7

***Affirmative Procurement***

Affirmative procurement supports Fort Hood's recycling program by creating increased demand for recyclable material within the manufacturing community.

The Resource Conservation and Recovery Act (RCRA) of 1976 requires the federal government to employ its purchasing power to create and sustain recycle markets by purchasing products made with recycled materials.

On September 14, 1998, the President signed Executive Order 13101, which directed the federal government to increase affirmative procurement efforts in a number of ways:

- Purchases to contain recycled materials or an increased percentage of recycled material.

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***Affirmative  
Procurement  
(continued)***

- Additional record keeping requirements.
- Justification of certain material purchases that are not manufactured with recycled products.
- Mandatory EPA inspections.

All activities purchasing supplies through GSA or the supply system shall purchase items identified as environmentally preferable or “green” to the greatest extent possible and comply with current FAR.

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7a

***Contracting  
Activities***

Contracting activities are responsible for:

- All purchases on Fort Hood.
- Compliance with the affirmative procurement contained in Section 6002 of RCRA, regulations implementing Section 6002 of RCRA
- Any new requirements contained in EO 13101, FARs, laws or regulations.

Contracting activities will:

- Review RCRA, implementing regulations, FARs and EO 13101 to ensure that appropriate policies are in place to ensure compliance.
- Will ensure that all personnel, including credit card holders, involved in the procurement process are aware of the affirmative procurement requirements.
- Ensure that 100 percent of all purchases of products meet or exceed EPA’s Comprehensive Procurement Guidelines unless written justification is provided.
- Develop and implement procedures for tracking all purchases of recycled products and products with recycled content.
- Report recycled material purchases to DPW, Environmental Division, quarterly.

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(continued on next page)

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***Contracting  
Activities  
(continued)***

- Reports will address all products included in the comprehensive procurement guidelines and any other purchases of recycled materials or materials with recycled content.
- For each category of material purchased, the quarterly report will include the percentage of all purchases that were manufactured with recycled materials and the recycled material content, for example, "95 percent of all paper purchased on Fort Hood was manufactured with recycled material, and the average recycled content was 30 percent".

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7b

## **Appendix A References**

### **Section I. Required References**

#### **EO 12873**

Federal Acquisition Recycling and Waste Prevention

#### **EO 13101**

Greening the Government through Waste Prevention, Recycling and Federal Acquisition, Sep 14, 98

#### **DODI 4715.4**

Pollution Prevention

#### **DOD MOMs**

DOD Memorandum, 13 May 1998, establishing New Pollution Prevention Measures of Merit

#### **AR 200-1**

Environmental Protection and Enhancement

#### **AR 420-47**

Solid and Hazardous Waste Management

#### **Fort Hood Regulation 210-48**

Installation Housing Community Standards

#### **Fort Hood Regulation 755-725**

Procedures for Turn-In to and Withdrawal from Defense Reutilization and Marketing Office (DRMO)

#### **RBBP MOI**

Recycle Buy Back Program MOI, 20 June 1996

#### **RAC MOI**

Recycle Advisory Committee MOI, 16 June 1998

#### **RAT MOI**

Recycle Action Team MOI, 20 January 1999

**Section II. Related References**

**Section III. Referenced Forms**

**DD Form 1348-1**

DOD Single Line Item Release/Receipt Document

## Appendix B

### Recyclable Materials

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Table B-1 lists materials currently recycled at Fort Hood:

**Table B-1. Current recyclables**

Recyclables	
Paper, all grades	Pallets
Cardboard or paperboard	Toner Cartridges
Aluminum cans	C-D ROMs
Steel cans	Plastic drums (5 gallon or less)
Plastic, household (post consumer)	Plastic targets (spent)
Glass bottles	Plastic shrink wrap Bubble wrap

Table B-2 lists materials not currently accepted as recyclable on Fort Hood:

**Table B-2. Materials not currently recyclable**

Materials not recycled	
Syringes	Plate glass / pyrex
Plastic toys	Rubber
Diapers	Aluminum foil
Paper towels	Food contaminated paper products
Toilet paper or condoms	Food contaminated cardboard Styrofoam
Facial tissue	Wax paper
Carbon paper	Animal waste
Used feminine products	Clothing

Above mentioned items may be recycled in the future. Any item contaminated with food, human, pet and or hazardous waste is not accepted.

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Table B-3 lists segregation procedures for recyclables.

**Table B-3. Recyclables Segregation**

<b>Segregation</b>	
<b>Material</b>	<b>Description and Process</b>
White paper	Includes printer paper and copier paper commonly used at the office. Place in a separate receptacle, limit shredding to only those documents that are required to be shredded. Staples do not need to be removed. Take care to ensure that paper is not contaminated. Turn in at the Recycle Center or DPW/Contractor recycle containers marked "White Paper".
Newspaper with inserts	Take care to ensure that newspapers do <u>not</u> become contaminated. Newspaper with inserts may be placed in DPW/contract recycle containers marked "Mixed Paper", or they can be turned in separately at the Recycle Center. Take care to ensure that it is <u>not</u> contaminated with food.
Office files	Turn in office files without any special sorting. Staples and paper clips do <u>not</u> need to be removed, but remove binder clips. Files should have at least 60-to 80-percent white paper. Place in DPW/Contractor recycle containers marked "Mixed Paper", or they may be turned in directly at the Recycle Center. Take care to ensure that it is not contaminated with food.
Computer Printout	Computer printout paper refers to carriage feed paper typically used in older printers. Computer printout paper may have pink, green or blue bars to delineate the rows. Computer printout paper with carbon for duplicates should not be recycled. Computer printout paper may be placed in DPW/contract recycle containers marked "Mixed Paper" or they may be turned in at the Recycle Center. Take care to ensure that it is not contaminated with food.
Maps	Turn in shredded military maps directly to the Recycle Center. Take care to ensure that it is <u>not</u> contaminated with food.
IBM Cards	Turn in IBM cards directly to the Recycle Center. Take care to ensure that it is <u>not</u> contaminated with food.
Mixed Paper	May include writing paper, magazines, telephone books, discarded mail, envelopes, brown paper sacks, packing paper, and any other clean paper that is <u>not</u> otherwise discussed. Mixed paper may be placed in DPW/Contractor recycle containers marked "Mixed Paper" or they may be turned in at the Recycle Center. Take care to ensure that it is <u>not</u> contaminated with food.

Continued on next page

**Table B-3. Recyclables Segregation (continued)**

<b>Segregation</b>	
<b>Material</b>	<b>Description and Process</b>
Regulations, Manuals, and Books, etc	Expired regulations, manuals, and books, etc., may be recycled after the covers are removed. Recycle covers as office pack or mixed paper, and the pages should be recycled as white paper. If the manual is over 1-inch thick after removing the covers, it should be split up so that the maximum thickness does not exceed 1 inch in recycle containers or taken directly to the Recycle Facility. Care should be taken to ensure that it is <u>not</u> contaminated with food.
Cardboard/ Paperboard	Corrugated cardboard boxed and food and soda boxes shall be recycled on Fort Hood. Waxed corrugated boxes are <u>not</u> recyclable. Break down boxes before turn-in. Take care to ensure that it is <u>not</u> contaminated with food. Cardboard and paperboard may be turned in by placing it in DPW/Contractor recycle containers marked "Cardboard" or they may be turned in at the Recycle Center.
Aluminum Cans	Aluminum cans should be rinsed out and turned in by placing them in DPW/Contractor recycle containers marked "Aluminum" or "Metals" or they may be turned in at the Recycle Center. Fort Hood does <u>not</u> recycle aluminum foil.
Steel Cans	Steel cans should be rinsed out and turned in by placing them in DPW/Contractor recycle containers marked "Aluminum" or "Metals" or they may be turned in at the Recycle Center.
Plastic (household)	Plastic containers marked type "1" or type "2", shrink wrap and or bubble wrap are recycled on Fort Hood. Plastic toys or gardening containers are <u>not</u> recycled on Fort Hood. Rinse plastic containers and remove caps. Plastic containers may be turned in by placing them in a DPW/Contractor recycle containers marked "Plastic", or turn in at the Recycle Center.
Plastic oil containers and other plastic chemical containers	Turn in at the DPW Classification Unit, where they will be cleaned and shredded prior to recycling.

(continued on next page)

**Table B-3. Recyclables Segregation (continued)**

<b>Segregation</b>	
<b>Material</b>	<b>Description and Process</b>
Plastic drums	Turn in 5-gallon or smaller plastic drums at the DPW Classification Unit.
Plastic targets	Turn in plastic targets directly at the Recycle Center
Glass	All glass containers may be recycled, but windshields, plate glass and Pyrex are <u>not</u> recycled. Rinse glass containers and remove the top prior to turn in. Glass containers should not be broken. Glass containers may be turned in by placing them in a DPW/Contractor recycle containers marked "Glass" or they may be turned in at the Recycle Center.
Pallets.	Turn in serviceable pallets directly at the Recycle Center. Unserviceable pallets are turned in at the Landfill, but a Landfill pass must be issued at the Recycle Center before they are accepted.
Toner Cartridges	Toner Cartridges should be turned in directly at the Recycle Center
CD ROMs	CD ROMs should be turned in directly at the Recycle Center.



## Appendix C

### Reusable Materials

#### **Scrap**

Scrap metal will be collected at the unit level and placed into special scrap metal bins or makeshift collection points maintained and operated by the generating activity.

- Generating activities are responsible for the periodic turn in of scrap metal to DRMO.
- Scrap metal must be further separated into ferrous, nonferrous, and other metals prior to turn-in at DRMO.
- DRMO can assist generating activities in the classification of scrap metals.
- All scrap metal turned to DRMO is accomplished on a DD form 1348-1, and in accordance with Fort Hood Regulation 755-725 (Procedures for turn-in and withdrawal from Defense Reutilization and Marketing Office (DRMO).. Individual commodities shall have a separate DD Form 1348-1..
- All turn-in documents **MUST** contain the following phrase in the comment section:
  - Recyclable Material, Account # 21F3875.1111 76C S441093
  - See sample DD1348-1 in Figure C-1.

C-1

#### **Other Reusable Items**

Turn in serviceable cargo pallets of any size at the Recycle Center.

Turn in shipping boxes, NSN 8115-00-753-4691, at the Recycle Center.

- Turn in reusable containers used for shipping vehicle components to the direct support unit. The old components should be put into these containers for turn-in.

(continued on next page)

**Other  
Reusable  
Items  
(continued)**

Other untreated scrap lumber should be turned in at the Fort Hood Compost Center, across the street from the Fort Hood Landfill.

Coordinate with the Fort Hood Landfill at 532-2256 for turn-in procedures.

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**Figure C-1. Sample DOD Form 1348-1A**

**DOD FORM 1348-1A, JUL 91 EDITION** **ISSUE RELEASE/RECEIPT DOCUMENT**

26. REC'D BY: [ ]  
 27. ADDITIONAL DATA: [ ]

28. NATIONAL STOCK NO. & SUPPLY (20-48)  
 29. STOCK NO. & ADD (10-22)  
 30. CONTAINER NO. (10-48)  
 31. UIC (14-00)

1. QTY. 2. FROM 3. TO 4. DATE 5. QUANTITY 6. UNIT 7. PRICE 8. DOLLARS 9. CTS 10. UNIT PRICE 11. DOLLARS 12. CTS 13. TOTAL PRICE 14. SHIP FROM 15. SHIP TO 16. MARK FOR

17. DISC DATE 18. NMPC 19. PRY RATE 20. TYPE CARGO 21. PS 22. QTY. REC'D 23. UNIT 24. UNIT WEIGHT 25. UNIT CUBE 26. UPC 27. S. 28. FREIGHT CLASSIFICATION NOMENCLATURE 29. ITEM NOMENCLATURE 30. TY CONT 31. NO COMT 32. TOTAL WEIGHT 33. TOTAL CUBE 34. RECEIVED BY 35. DATE RECEIVED

Recyclable Material, Account # 21F3875.1111 76C S441093

PREVIOUS EDITION MAY BE USED

PERFORM (DLA)

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## **Glossary**

### **Section I. Abbreviations**

#### **ACofS, RM**

Assistant Chief of Staff, Resource Management

#### **AR**

Army Regulation

#### **ATTN**

attention

#### **DA**

Department of the Army

#### **DRMO**

Defense Reutilization and Marketing Office

#### **DPW**

Directorate of Public Works

#### **DOIM**

Directorate of Information and Management

#### **DRMO**

Defense Reutilization and Marketing Office

#### **EPA**

Environmental Protection Agency

#### **FH**

Fort Hood

#### **GSA**

General Services Administration

#### **IAW**

In accordance with

#### **LTC**

Lieutenant Colonel

**MRE**

Meals Ready to Eat

**MSC**

Major subordinate command

**MWR**

Morale, Recreation, and Welfare

**NCO**

Non-commissioned officer

**NCOIC**

Noncommissioned officer in charge

**NSN**

National stock number

**QRP**

Qualified recycle program

**QTB**

Quarterly training briefings

**RAC**

Recycle Advisory Council

**RBBP**

Recycle Buy Back Program

**RCRA**

Resource Conservation and Recovery Act 1976

**RPM**

Recycle Program Manager

**SC**

Signal Corps

**SOPs**

Standing Operating Procedure(s)

**SWM**

Solid Waste Management

**USA**

United States Army

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**Section II. Terms**

**Recycle**

The process in which materials that would otherwise be discarded as waste are transformed into usable products.

**Reusable**

An item that may be used repeatedly in its present form. Certain containers and cargo pallets are examples of reusable items.

**Source Segregation**

The segregation of recyclable materials at their point of generation. Source segregation is one of the most important procedures in the recycle process. It includes storage that prevents further damage or loss of quality that makes a recyclable material marketable.

**Recycle Buy-Back Program (RBBP)**

The Recycle Buy Back Program is an incentive program that pays participating units and villages in family housing 25 percent of the average per ton sale price for every ton of recyclable material turned in for recycling.